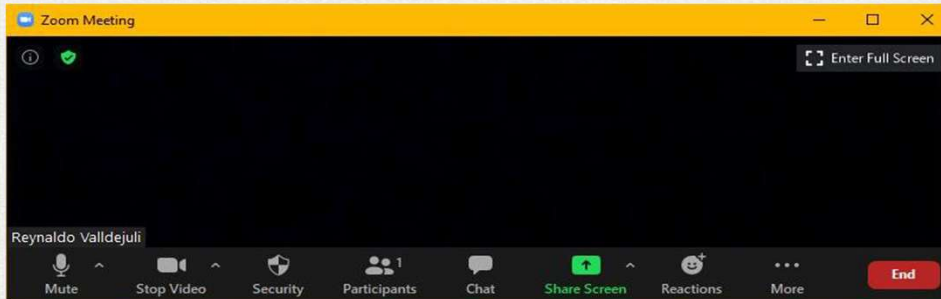


Zoom Meeting Preparation

- Please make sure your phone or computer is muted to minimize background noise.
 - To do this, hover over the bottom left-hand side of your screen and click “Mute.”
- Please make sure you have turned off your camera to save bandwidth and prevent any connectivity issues.
 - To do this, hover over the bottom left-hand side of your screen and click “Stop Video.”
- Please submit questions during the presentation in the “Chat” function located on the bottom of your screen.



NOTICE: In accordance with the Americans with Disabilities Act, if you need special assistance at this meeting please contact ldoecommunications@la.gov.



eScholar Office Hours

August 12, 2021

Visit the [eScholar Support Page](#) for a copy
of the webinar deck.

Agenda

- eScholar URLs for Uniq-ID, DirectMatch, StaffID
- Password resets
- Review eScholar systems startup timelines for 2021-2022
 - Uniq-ID
 - Editing student data
 - Download by location
 - DirectMatch
 - Running SNAP, TANF, etc. matches
 - Search function (by student or “MyStudents”)
 - StaffID
 - Submit staff data
 - Employee status codes
 - Who should/should not be submitted



eScholar 2021-2022 Startup

eScholar URLs

Uniq-ID: <https://louisianasecureid.escholar.com/uid/login.do>

StaffID: <https://louisianastaffid.escholar.com/uid/login.do>

DirectMatch: <https://SecureID.la.gov/> (NEW)

User Guides: [2021-2022 eScholar Uniq-ID User Guide](#)
[2021-2022 eScholar StaffID User Guide](#)
[2021-2022 eScholar DirectMatch User Guide](#)
[2021-22 eScholar DirectMatch Admin Guide Security Management](#)

eScholar Info: [eScholar Support Page](#)

eScholar Password Resets and FTP Access

Uniq-ID and StaffID: Password Resets

- **Security coordinators:** contact Jayanthi.Sothirajah@la.gov or Wanggan.Yang@la.gov
- **Data managers:** contact your security coordinator

DirectMatch: Password Resets

- within the application (click on the *Lost Your Password* button)

eScholar FTP: <https://louisianasecureftp.escholar.com/WebInterface/login.html>

- access to eScholar FTP, Credentials folder, IBCs or HighSet folders
- contact: LouisianaSecureID@escholar.com



2021-2022 eScholar Uniq-ID

eScholar Uniq-ID

- Submit your **2021-2022 expected student enrollments** to Uniq-ID for LASID assignment.
 - Submit returning and new students at the beginning of the school year
 - Submit new enrollments throughout the year

How Uniq-ID Data Are Used:

- LASIDs are used to identify students when reporting student data in various LDOE application systems (e.g. EdLink 360).
- LASIDs are used to precode assessments.
- Certain student data is populated in EdLink 360 from data reported to Uniq-ID

eScholar Uniq-ID

Problem Analysis and Resolution:

For student(s) who graduated in the 2020-2021 school year and it was determined there are issues with the student's transcript not being received by LOSFA due to missing demographic information:

- update the students information in your local system (SSN, parental consent, etc.)
- submit the student to Uniq-ID for the 2021-2022 school year:
 - **ESSY = 2022** with **Location Active Flag = 0 (inactive)**
- submit the student to the Student Transcript System (STS)
- submit the graduation date
- certify the site

Uniq-ID: Editing Student Information

You must submit student demographic changes to eScholar in order to pass validations in the student systems (SIS, SER, STS, TSDL). The **Location Active Flag** should be sent to eScholar and must identify whether or not the student is Active="1" or Inactive="0"; **ESSY** = 2022

Steps for editing student's information in eScholar:

On the individual student information page at the bottom right side of the page.

- Click **"Edit Student"**
- If online updates are made, they **MUST** also be made in your local system



Common fields that may need to be edited:

- Student's Demographics (name, DOB, LocalID, ethnicity, gender, etc.),
- Location Active Flag
- SSN
- Alternate Name

Uniq-ID: Download by Location

The Download Location component allows users to download all of the person records from a specific district or school, rather than by batch.

To cross verify the student enrollment counts in eScholar versus SIS, run the download by location report in eScholar.

- gives a tentative estimation of current year enrollment, NOT the EXACT COUNT
- should expect 5-10% discrepancy since this report pulls students from Student Master table.
- It is a preliminary check for total enrollment for the current school year.
- If the difference is more than 10%, it is a flag to check the eScholar and SIS submissions.
- For more information regarding Download by Location please refer to the eScholar Unique ID User Guide pg. 102.



Uniq-ID: Download by Location

UNIQUE ID HOMEjSothirajah , Scholarship

Download - Location?

FILTER

CODE OR NAME

red river

STATUS

All

ENDING SCHOOL SESSION YEAR

2022

FILTER RESULTS

LEA CODE	SCHOOL/SITE CODE	SCHOOL NAME	RECORD COUNT	NEXT ACTION
041	041002	Red River Parish-Red River High School	362	DOWNLOAD
041	041010	Red River Parish-Red River Elementary School	647	DOWNLOAD
041	041011	Red River Parish-Red River Junior High School	276	DOWNLOAD
041	041012	Red River Parish-Red River Academic Academy	47	DOWNLOAD
041	041700	Red River Parish-Red River Parish Central Office	4	DOWNLOAD
041		Red River Parish	1396	DOWNLOAD



2021-2022 DirectMatch



eScholar DirectMatch

eScholar DirectMatch system (Version 2020)

- URL: <https://SecureID.idoe.la.gov/>
- Your email address is your loginID
- Users can reset their password within the application
- DirectMatch houses multiple program types (SNAP, TANF, etc.)
 - Match students through Person ID, Upload File, Individually by LASID or address
 - Identify DC extended children (siblings or children living in the same household; enrolled in Head Start or Even Start programs, migrants, runaways, homeless, foster care)
 - Calculate Identified Student Percentage (ISP), view and submit Population and Elections data for Community Eligibility Provision (CEP) (will be available in late Fall)
- Run DirectMatch **after 2021-22 expected student enrollments** have been submitted to eScholar SecureID



eScholar DirectMatch Issues

SYSTEM ISSUES:

- Records where the user had to resolve the near matches:
 - The DM Index and the 3.0 file format txt files are missing the LASID and LocalID
 - These files did not include the match score for those near match records
 - You may have issues loading this file into your food service system
- This issue has been reported to eScholar

eScholar DirectMatch

- Submit your students to Uniq-ID for LASID assignment BEFORE you run DirectMatch.
- Do **NOT** load any student file into DirectMatch. When you are ready to run DirectMatch click on the PersonID button. The application will source your students in Uniq-ID and match them against the SNAP/TANF files.

Home > Match Options

Match Options

PERSON ADDRESS

Match Option: **Person ID** Upload File Individual Match Manual Authorization

District: **All Districts** Specific District

School: All Schools

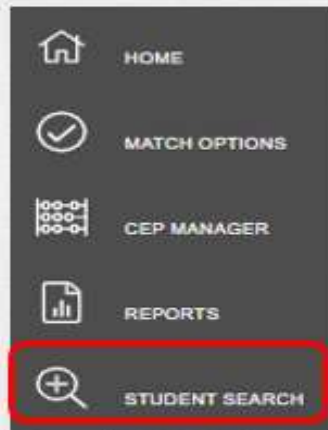
Match Type:

Reset **Match**

DirectMatch: Search Function

Using the Search button:

- you can find a student by LASID or LocalID
- Obtain all your SNAP eligible students from the start of the school year till the last date DirectMatch was run.
 - This is the function formerly known as MyStudents in Version 11.



DirectMatch: Search by Student

Identifier: enter the LASID or the LocalID

Select the Match Type

Click Search

Home > Search Options

Search Options

Identifier :
123456789

Match Type :
SNAP

District :

School :

School Year :
2022

Reset

Search

Search Results

State ID	Name #	DOB	Gender	Grade	Location Info	ID Info	Eligibility Types	Earliest Identified Date	Actions
						9109673 SIS	SNAP	07/01/2021	>>

1 - 1 of 1

Previous 1 Next

DirectMatch: “MyStudents”

- Select the Match Type; School Year = 2022; Click the Search button
- The students’ data will appear in a table
- Click on the paper icon to download the students

Home > Search Options

Search Options

Identifier :

Match Type :

SNAP

District :

Vernon Parish School...

School :

School Year :

2022

Reset

Search

Search Results



State ID	Name	DOB	Gender	Grade	Location Info	ID Info	Eligibility Types	Earliest Identified Date	Actions
						9189769 SIS	SNAP	07/01/2021	>>
						3189885 SIS	SNAP	07/01/2021	>>



eScholar DirectMatch Training

eScholar is providing training for eScholar DirectMatch

- The Registration link is below and posted on the [System Support page](#) and [CNP site](#)
 - **Session 3** - Friday, August 20, 2021 10:00 -12:00 noon
 - Registration: https://escholar.zoom.us/webinar/register/WN_ZR7V1c-ISDy9wQc4swAJew

After registering, you will receive a confirmation email containing information about joining the webinar.

The slide decks have been posted to the [eScholar Support](#) page.

DirectMatch Q & A

1. Why don't I have the option to select TANF when I run DirectMatch.

- TANF has been disabled in DirectMatch
- TANF will be available for matching in September
- File download layout will be programmed to have the same format as the SNAP download layout
- LDOE will work with the vendors to ensure that your local systems can accept both SNAP and TANF files without overriding any SNAP data already in your local system for the current school year

2. What has happened to my district's prior year DirectMatch data?

- Data from prior years will be available in September 2021
 - 2017-2018
 - 2018-2019
 - 2019-2020
 - 2020-2021



2021-2022 eScholar StaffID

eScholar StaffID

- Submit your **2021-2022 staff** to StaffID for ID assignment.
 - Submit returning and new staff at the beginning of the school year
 - Submit new staff hires throughout the year
- Staff who need EdLink dashboard access must be submitted to StaffID for the current year.
- If you do not have a current year record in eScholar StaffID you will see the error message below when you log into EdLink.

You do not have a valid user ID and staff ID linked. Please contact your local security coordinator for assistance

EdLink Username in eScholar StaffID

Users will not have access to EdLink for the following reasons:

- The user was not submitted to eScholar StaffID for the 2021-2022 school year
- The user's EdLink username is not linked to eScholar StaffID

Link the EdLink username to eScholar StaffID:

- At the home page, under SEARCH,
select Staff



Search for the User

BASIC SEARCH ADVANCED SEARCH ID SEARCH

First Name:*	<input type="text" value="Jayanthi"/>
Middle Name:	<input type="text"/>
Last Name:*	<input type="text" value="Sothirajah"/>
Suffix:	<input type="text"/>
Date Of Birth:	<input type="text" value="mm"/> <input type="text" value="dd"/> / <input type="text" value="yyyy"/>

(*) Required

CLEAR

SEARCH

ENTER NEW STAFF

SEARCH RESULTS

STAFF ID	LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX	DATE OF BIRTH	GENDER	LEA CODE	SCHOOL/SITE CODE	RACE(S)	SSN	MATCH PROBABILITY
47-8698-9886	Sothirajah	Jayanthi			12/15/1963	FEMALE	SEA	LEA	Non-Hispanic, Asian	###-##-0494	80

Edit the User's Data

- Scroll to the bottom of the page and click on the EDIT STAFF button.

EDIT STAFF

- Scroll up till you see the Customer Defined Fields. In the StateUserID enter the EdLink username

- Scroll down and click on the Update Staff Record.

UPDATE STAFF RECORD

ADDRESS INFORMATION	
ADDRESS 1	
ADDRESS 2	
CITY	
STATE	
ZIP	

CUSTOMER DEFINED FIELDS	
STATE USERID	jsothira

What codes are used for the Employee Status?

The codes used for the Employee Status are:

- 01 – school board employee
- 02 – post-secondary employee
- 03 – contracted professional services person
- 04 – third party contract employee
- 05 – state employee (classified)
- 06 – state employee (unclassified)
- 07 – resident teacher

Who Should be Submitted to eScholar StaffID?

- Any staff without a 10-digit eScholar StaffID
- Any new staff who recently joined the school system
- Regular employees (*employee status code = 01*)
- Contracted employees (i.e., contracted teachers, related services personnel, etc.) (*employee status code = 03 or 04*)
- Post-secondary employees (for which the district collects SSN) (*employee status code=02*)
- Long term substitute teacher reported to PEP as a regular employee (*employee status code = 01*)
- Resident teacher (*employee status code = 07*)

Who Should NOT be Submitted to eScholar StaffID?

- Vacant (*employee status code = 01; SSN begins with 999*)
- Post-secondary employees (*where the district does not collect SSN; but creates an SSN that begins with 998*)
- Short term substitutes

StaffID Q & A

I received a Source System Error. What does it mean?

If one of the errors is source system error:

- did you load your student file into eScholar StaffID?
- did you load your staff file into the SecureID portal?
- are you in the eScholar StaffID portal?
 - Check your URL: <https://louisianastaffid.escholar.com/uid/login.do>
 - Check the name on the home page

The screenshot shows the 'STAFF ID HOME' header, which is circled in red. Below the header, there is a search filter section. The filter section includes a 'FILTER' button and several input fields: 'LEA CODE' (Red River Charter Academy [VISY]), 'SCHOOL/SITE CODE', 'BATCH NUMBER', 'SUBMISSION TYPE' (All), 'PROCESSING STAGE' (All), 'FROM' (05/21/2020), 'TO' (08/19/2020), and 'SORT' (Upload Date Desc). A 'FILTER RESULTS' button is located at the bottom right of the filter section.

Office Hours and Monthly Webinar

- eScholar Office hours **NEW** 10:00 am each Thursday
 - Zoom link: <https://ldoe.zoom.us/j/96648596634>
 - Dial-In Phone Number: (312) 626-6799
- Data Coordinator Office hours 1:00 pm each Thursday (except the Thursdays when the monthly Data Coordinator webinar is held).
 - Zoom link: <https://ldoe.zoom.us/j/93069704449>
 - Dial-In Phone Number: (408) 638-0968
- Data Coordinator Monthly Webinar 1:00 pm usually the first Thursday of each month
 - Thursday, August 12 See the full [2021-22 Data Coordinator Webinar schedule](#)
 - Zoom Link: <https://ldoe.zoom.us/j/976397929>
 - Dial-In Phone Number: (408) 638-0968
 - Meeting ID#: 976 397 929

Who to contact for support

Email the system data managers listed below if you need assistance with the collections.

- Data Systems Manager: Sherry.Randall@la.gov
- Special Education Reporting (SER), Teacher Student Data Link (TSDL): Bernetta.Sims@la.gov
- Student Information System (SIS) & School Calendar (SPC): Tara.Baylot@la.gov
- Student Transcript System (STS) & Curriculum (CUR): SystemSupport@la.gov
- Profile of Educational Personnel (PEP) & Annual Financial Reporting (AFR): SystemSupport@la.gov
- ID Management Manager, Early Childhood CLASS: Anantha.Lakkakula@la.gov
- eScholar Unique ID, DirectMatch & StaffID: Jayanthi.Sothirajah@la.gov or Wanggan.Yang@la.gov
- 2021-2022 System Enhancements & Sponsor Site System (SPS): Kaylie.Loupe@la.gov
- School Finder and Principal and Superintendent Secure Portal assistance: SystemSupport@la.gov
- EdLink data submission, dashboard access: EdLink360@la.gov